

## VIRGINIA DEPARTMENT OF SOCIAL SERVICES

### DIVISION OF HUMAN RESOURCES PROCEDURES FOR CLASSIFIED EMPLOYEES

#### 1.21 FORMAL RECOGNITION – GENERAL PROVISIONS

The Virginia Department of Social Services (VDSS) uses the following as the foundation for establishing uniform guidance to recognize employees:

- **(DHRM) Policy 1.10 - Service Recognition**

Employees are recognized for their years of service. Employees should refer to Commonwealth policy and the guidance below for information about how the Department of Social Services recognizes employees for their state service.

Please refer to the link to access DHRM Policy 1.10, *Service Recognition Policies – General Provisions*

[http://www.dhrm.virginia.gov/hrpolicy/web/pol1\\_10.html](http://www.dhrm.virginia.gov/hrpolicy/web/pol1_10.html)

#### VDSS Guidance

## VIRGINIA DEPARTMENT OF SOCIAL SERVICES

### DIVISION OF HUMAN RESOURCES - GUIDANCE FOR CLASSIFIED EMPLOYEES



#### **AUTHORITY, INTERPRETATION, AND REVISION:**

This guidance is issued by the VDSS. The Departments' Director of Human Resources (HR) or designee is responsible for the agency's interpretation of this guidance and for its revision or rescission.

#### AWARDS STATE SERVICE – GENERAL PROVISIONS

##### I. SERVICE AWARD

DSS provides a gift and certificate to each employee contingent upon availabilities of funds. Employees are recognized for completion of service in five year increments (service milestone) - beginning at five years of service.

##### II. CALCULATING STATE SERVICE

Service milestones are set at December 31 of each year. Human Resources staff determines employee eligibility and level of awards based on information in the Personnel Management Information System and/or personnel records.

##### III. PRESENTATION of AWARDS

Human Resources staff determines employee eligibility and communicates with employees. Service Award gifts and certificates will be provided to Division Directors for dissemination to employees by the April following the December 31 milestone.